



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
JTS-2B-06
JDF-2B-04
SJD-2B-04**

CHAPTER: Administration

AUTHORITY: KRS 15A.065

**SUBJECT: Construction, Expansion or
Renovation of Physical Properties**

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APPROVAL: Ronald L. Bishop

, COMMISSIONER

I. POLICY

The Department of Juvenile Justice shall provide for the construction of new facilities and for the major repair, expansion and/or renovation of existing properties.

II. APPLICABILITY

This policy shall apply to physical properties planned, owned, or leased by the Department of Juvenile Justice.

III. DEFINITION

“Major Construction” means any single project with an estimated cost of \$2,000 or more.

IV. PROCEDURES

- A. Requests for major new construction, repair, expansion and / or renovation of physical plants shall be forwarded from the facility superintendent to the Capital Construction Branch Manager with copy sent to the appropriate Regional Manager, Regional Facilities Administrator, and Division Director.
- B. The Capital Construction Branch Manager shall have the appropriate staff review the request and consider all relevant factors, including, but not limited to alternatives considered, scope of need, population to be served, and availability of funding.
- C. When approved, the Division of Administrative Services, Capital Construction and Real Properties Branch, shall assist and

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monitor the implementation of construction projects that are charged to the facility's operating budget.

- D. When a separate Capital Construction Account is established and the project is paid for from funds placed in this account, the Division of Administrative Services, Capital Construction and Real Properties Branch, shall be responsible for implementation and monitoring of the project.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the respective Regional Division Directors and the Division of Administrative Services.